



CITY OF HOUSTON

Job Posting

	AP
1	<div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div>
2	<div><div>Job Classification</div><div>ADMINISTRATIVE ASSOCIATE</div></div>
3	<div><div>Posting Number</div><div>PN# 110975</div></div>
4	<div><div>Department</div><div>Department of Public Works & Engineering</div></div>
5	<div><div>Division</div><div>Public Utilities Division</div></div>
6	<div><div>Section</div><div>Wastewater Operations Branch</div></div>
7	<div><div>Reporting Location</div><div>611 Walker*</div></div>
8	<div><div>Workdays & Hours</div><div>M - F, 7:30 a.m. – 4:30 p.m.*</div></div> <div>*Subject to change</div>
9	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Compiles data for use in a variety of reports, surveys, inventories and studies. Composes, edits and types correspondences, speeches, reports, directives, etc. Maintains, prepares, revises and disseminates department rules, regulations, policies, procedures and other pertinent reference information. Assists in department budget preparation and monitoring. Assists in planning and implementing department sponsored activities and programs. Coordinates special projects. Provides technical guidance and assistance to clerical/management staff. Performs other duties as requested.</div></div>
10	<div><div>WORKING CONDITIONS</div><div>The position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Requires a Bachelor's degree in Business Administration, Liberal Arts, or related field.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>No experience required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.</div></div>
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).</div></div>
14	<div><div>PREFERENCES</div><div>NONE</div></div>
15	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div><div>However, the Department may administer a skill assessment evaluation.</div></div>
16	<div><div>SAFETY IMPACT POSITION</div><div><div><input checked="" type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div>
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:</div><div><div>Salary Range - Pay Grade 13</div><div><div>\$824 - \$1,154 Bi-weekly</div><div>\$21,424 - \$30,004 Annually</div></div></div></div>
18	<div><div>OPENING DATE</div><div>June 07, 2006</div></div>
19	<div><div>CLOSING DATE</div><div>June 13, 2006</div></div>
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div></div>
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